

The Center for Educational Performance and Information (CEPI) has identified some reporting practices in the TSDL Collection that need clarification. Please review the following reminders about submitting data into the Teacher-Student Data Link (TSDL) Collection in the Michigan Student Data System (MSDS).

## Issue 1: How to Identify a Unique Course

We found many districts are submitting records with multiple Student Course Components that contain the same Local Course ID and Course Section ID. CEPI uses the data reported in these two components, along with the reported Academic Year and data used to determine a unique student, to identify an individual course. A single student record should not contain more than one course with the same Local Course ID and Course Section ID. When there are multiple components with the same data in Local Course ID and Course Section ID MSDS sees this as the same course being reported more than once. This causes problems with data storage, retrieval and reporting use. We are making changes to MSDS that will trigger errors when records are submitted with duplicated courses beginning with the 2014-2015 school year.

How districts have reported the same data in Local Course ID and Course Section ID:

“Pull Out” or Ancillary Teachers: The district is attempting to report additional instructional staff with the primary teacher. This appears to occur primarily in elementary classrooms. For example: reporting the teachers that instruct art, music, physical education or other content areas as part of Mrs. Smith’s 2<sup>nd</sup> grade class. Mrs. Smith is the primary instructor/teacher of record for the class and is included on all the courses, but a separate component was reported for each of the “pull-out” instructor which resulted in multiple records being reported for the class.

The screen shots here show how this might look in the MSDS. The data in the Student Course tab shows just the primary teacher. The tabs Student Course 2 and Student Course 3 show an additional teacher (PIC) along with the primary teacher. All other information is the same. This is **not** the correct way to report multiple teachers for a class.

\*UTC: 0506040509

Submit Cancel Select Component Add Component

School Demographics Student Course Student Course - 2 Student Course - 3

\*Subject Area Code: 73-Nonsubject Specific

Course Identifier Code: 031

\*Local Course Id: SmithA01

\*Local Course Title: First Grade

Course Section ID: SA201401

\*Course Type: 01-Regular

AcademicYear: 2013-2014-SY2013-2014

Credits Granted:

Course Grade:

\*Completion Status: CP-Completed/Passed

PIC: 123456

Virtual Delivery: No

Mentor Teacher: Select Yes/No

\*UTC: 0506040509

Submit Cancel Select Component Add Component

School Demographics Student Course Student Course - 2 Student Course - 3

\*Subject Area Code: 73-Nonsubject Specific

Course Identifier Code: 031

\*Local Course Id: SmithA01

\*Local Course Title: First Grade

Course Section ID: SA201401

\*Course Type: 01-Regular

AcademicYear: 2013-2014-SY2013-2014

Credits Granted:

Course Grade:

\*Completion Status: CP-Completed/Passed

PIC: 123456

Virtual Delivery: No

Mentor Teacher: Select Yes/No

\*UTC: 0506040509

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\*Subject Area Code: 73-Nonsubject Specific

Course Identifier Code: 031

\*Local Course Id: SmithA01

\*Local Course Title: First Grade

Course Section ID: SA201401

\*Course Type: 01-Regular

AcademicYear: 2013-2014-SY2013-2014

Credits Granted:

Course Grade:

\*Completion Status: CP-Completed/Passed

PIC: 123456

Virtual Delivery: No

Mentor Teacher: Select Yes/No

The correct way to report the above example would be to report all three instructors in one component:

\*UIC: 2652599655

Submit Cancel Select Component Add Component

School Demographics Student Course

\*Subject Area Code: 73-Nonsubject Specific

Course Identifier Code: 031

\*Local Course Id: SmithA01

\*Local Course Title: First Grade

Course Section ID: SA201401

\*Course Type: 01-Regular

AcademicYear: 2013-2014-SY2013-2014

Credits Granted:

Course Grade:

\*Completion Status: CP-Completed/Passed

PIC: 123456  
27543  
653841

Virtual Delivery: No

Mentor Teacher: Select Yes/No

PIC for Ms. Smith

PIC for Mr. Brown (Phys Ed)

PIC for Mrs. Joyce

Or if you prefer to have the teachers reported separately, or have more than three teachers to report, you may report each content area as its own class. ***Each class must have unique codes reported in Local Course ID and Course Section ID.*** Note that each class can still have the same Subject Area Code and Course Identifier Code or you may use different SCED codes if they are more appropriate for the content area reported.

### Primary Class:

\*UIC: 0506040509

Submit Cancel Select Component Add Component

School Demographics Student Course Student Course - 2 Student Course - 3

\*Subject Area Code: 73-Nonsubject Specific

Course Identifier Code: 031

\*Local Course Id: SmithA01

\*Local Course Title: First Grade

Course Section ID: SA201401

\*Course Type: 01-Regular

AcademicYear: 2013-2014-SY2013-2014

Credits Granted:

Course Grade:

\*Completion Status: CP-Completed/Passed

PIC: + 123456

Virtual Delivery: No

Mentor Teacher: Select Yes/No

## Physical Education Pull-Out:

\*UIC: 2652599655

School Demographics Student Course **Student Course - 2** Student Course - 3

\*Subject Area Code: 73-Nonsubject Specific

Course Identifier Code: 031

\*Local Course Id: BrownN01

\*Local Course Title: First Grade Gym

Course Section ID: BN201401-Smith

\*Course Type: 00-Other

AcademicYear: 2013-2014-SY2013-2014

Credits Granted:

Course Grade:

\*Completion Status: CP-Completed/Passed

PIC: + 27543

Virtual Delivery: No

Mentor Teacher: Select Yes/No

## Music Education Pull-Out:

\*UIC: 2652599655

School Demographics Student Course Student Course - 2 **Student Course - 3**

\*Subject Area Code: 73-Nonsubject Specific

Course Identifier Code: 031

\*Local Course Id: JoyceK01

\*Local Course Title: First Grade Music

Course Section ID: JK201401-Smith

\*Course Type: 00-Other

AcademicYear: 2013-2014-SY2013-2014

Credits Granted:

Course Grade:

\*Completion Status: CP-Completed/Passed

PIC: + 653841

Virtual Delivery: No

Mentor Teacher: Select Yes/No

## Issue 2: Integrated or Cross-Curriculum Courses

Integrated or cross-curriculum courses apply the knowledge, principles and competencies of more than one academic discipline simultaneously. For example one course may meet the requirements of Algebra I and Economics, or Biology and Physical Education & Health (shown in the example below.) Since there are not SCED codes that address most integrated or cross-curriculum courses, how should they be reported in TSDL? There are two ways to report these courses:

1. Report each subject as a separate record. For example, a course teaching both Biology and Physical Education & Health would be reported as two records – Biology and Health with the corresponding data included. (This is the preferred method)

This screenshot shows the 'Student Course' form for a course titled 'BioHealth I'. The form is divided into two tabs: 'School Demographics' and 'Student Course'. The 'Student Course' tab is active, showing the following fields:

- \*Subject Area Code: 03-Life and Physical Sciences
- Course Identifier Code: 051
- \*Local Course Id: 51037
- \*Local Course Title: BioHealth I
- Course Section ID: (empty)
- \*Course Type: 01-Regular
- AcademicYear: 2013-2014-SY2013-2014
- Credits Granted: .5
- Course Grade: B
- \*Completion Status: CP-Completed/Passed
- PIC: 166679
- Virtual Delivery: Select Yes/No
- Mentor Teacher: Select Yes/No

This screenshot shows the 'Student Course' form for a course titled 'BioHealth I'. The form is divided into two tabs: 'School Demographics' and 'Student Course'. The 'Student Course' tab is active, showing the following fields:

- \*Subject Area Code: 08-Physical, Health and Safety Education
- Course Identifier Code: 051
- \*Local Course Id: 51037
- \*Local Course Title: BioHealth I
- Course Section ID: (empty)
- \*Course Type: 01-Regular
- AcademicYear: 2013-2014-SY2013-2014
- Credits Granted: .5
- Course Grade: B
- \*Completion Status: CP-Completed/Passed
- PIC: 367789
- Virtual Delivery: Select Yes/No
- Mentor Teacher: Select Yes/No

2. Or report one or the other of the subjects using an Other SCED Code for that subject. For example, an Algebra-based Physics course could be reported using the Physics-Other SCED Code of 03199. The down side to this is TSDL student record would only show credit for the Physics portion of the course. In this case, the PICs of both the Physics and the Algebra teachers can be enter with the Physics teacher being entered first as the primary teacher.

This screenshot shows the 'Student Course' form for a course titled 'Algebraic Physics'. The form is divided into two tabs: 'School Demographics' and 'Student Course'. The 'Student Course' tab is active, showing the following fields:

- \*Subject Area Code: 03-Life and Physical Sciences
- Course Identifier Code: 199
- \*Local Course Id: 3588
- \*Local Course Title: Algebraic Physics
- Course Section ID: (empty)
- \*Course Type: 02-Honors
- AcademicYear: 2013-2014-SY2013-2014
- Credits Granted: 2
- Course Grade: B
- \*Completion Status: CP-Completed/Passed
- PIC: 367789
- Virtual Delivery: Select Yes/No
- Mentor Teacher: Select Yes/No

Although the first method is preferred, each district may choose the method that works best for their situation and local student information system capabilities. However, it is important to report all records for integrated or cross-curriculum courses using the same method for all courses and all students.

### **Issue 3: Using Subject Area Code “00”**

CEPI found a number of records reported with the Subject Area Code of “00” that did not have a corresponding record reported in the Career and Technical Education Information System (CTEIS). Subject Area Code “00” is reserved for reporting situations where a local student information system is unable to remove courses that are reported through CTEIS. Submitting the “00” Subject Area Code results in the associated course information being removed from the TSDL data set. CEPI obtains data from CTEIS for these courses and uses that data for all reporting purposes.

If you are trying to report an instructor that is providing academic instruction within a CTEIS course you would report the applicable subject area code rather than “00” in TSDL. CEPI has found that many ISDs are already reporting these data and if so, there is no need for local districts to report additional data. Please confirm with your ISD or district MSDS user that the data is currently being submitted for these courses in the correct manner. If the course information is not being reported, please work with your CTE, ISD and district reporting personnel to determine how best to report them. Data may be reported through MSDS/TSDL by either the ISD or the local district responsible for the student’s education.